

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Garland ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time _____ part-time _____ other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Barbara Bailey TITLE Acting Manager
SALARY \$ 12,808.00 BONUS \$ _____ BENEFITS Yes ___ No ☒ HIRE DATE 07-2008

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Barbara Bailey TITLE Acting Manager
SALARY \$ 1950.00 BONUS \$ _____ BENEFITS Yes ___ No ☒ HIRE DATE 07-2008

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Marian Crumpler TITLE Manager
SALARY \$ 22,000.00 BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Philip Smoak - \$480.00

Thomas McPhail - \$480.00

Mike Tolson - \$480.00

Fiscal Year 2008

Philip Smoak - \$480.00

Thomas McPhail - \$480.00

Mike Tolson - \$480.00

Fiscal Year 2007

Philip Smoak - \$480.00

Thomas McPhail - \$480.00

Mike Tolson \$480.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ___ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ___ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name Barbara Bailey Title: Acting Manager Date: 12-04-09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System GASTONIA

ABC Employees

1. How many employees does your ABC system have? full-time 10 part-time 27
other 0

2. What are the names, titles, total annual compensation (salaries plus ^{merit} bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>LARRY A. BECK</u>	TITLE <u>EXECUTIVE DIRECTOR</u>
SALARY\$ <u>80006</u> ^{merit} BONUS\$ <u>4300</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-1-95</u>
NAME <u>MARVIN BARKER</u>	TITLE <u>STORE MGR (2 STORES)</u>
SALARY\$ <u>47397</u> ^{merit} BONUS\$ <u>974</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8-16-78</u>
NAME <u>Kimberly SPENCER</u>	TITLE <u>LEAD ACCOUNTANT</u>
SALARY\$ <u>43638</u> ^{merit} BONUS\$ <u>872</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8-22-2005</u>
NAME <u>Cesten Miller</u>	TITLE <u>STORE MGR</u>
SALARY\$ <u>35174</u> ^{merit} BONUS\$ <u>527</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5-12-80</u>
NAME <u>Richard Bowen</u>	TITLE <u>Asst store Mgr - Warehouse Mgr</u>
SALARY\$ <u>32175</u> ^{merit} BONUS\$ <u>497</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-11-85</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>LARRY A. BECK</u>	TITLE <u>EXEC. DIR.</u>
SALARY\$ <u>77300</u> ^{merit} BONUS\$ <u>2700</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-1-95</u>
NAME <u>MARVIN BARKER</u>	TITLE <u>STORE MGR</u>
SALARY\$ <u>44247</u> ^{merit} BONUS\$ <u>\$915</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8-16-78</u>
NAME <u>Kimberly SPENCER</u>	TITLE <u>LEAD ACCT.</u>
SALARY\$ <u>42151</u> ^{merit} BONUS\$ <u>843</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8-22-2005</u>
NAME <u>Cesten Miller</u>	TITLE <u>STORE Mgr.</u>
SALARY\$ <u>33985</u> ^{merit} BONUS\$ <u>674</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5-12-80</u>
NAME <u>Richard Bowen</u>	TITLE <u>Asst Store Mgr - Whse Mgr</u>
SALARY\$ <u>32053</u> ^{merit} BONUS\$ <u>320</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-11-85</u>

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>LARRY A. BECK</u>	TITLE <u>Exec. Dir.</u>
SALARY\$ <u>74686</u> ^{merit} BONUS\$ <u>4600</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>1-1-95</u>
NAME <u>MARVIN A. BARKER</u>	TITLE <u>STORE MGR.</u>
SALARY\$ <u>41247</u> ^{merit} BONUS\$ <u>618</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8-16-78</u>

NAME Kimberly Spencer TITLE Lead Acct.
 SALARY \$ 40709 BONUS \$ 589 BENEFITS Yes ☐ No ☒ HIRE DATE 8-22-2005
 NAME Lester Miller TITLE STORE MGR.
 SALARY \$ 32836 BONUS \$ 492 BENEFITS Yes ☐ No ☒ HIRE DATE 5-12-80
 NAME Richard Bowen TITLE Asst STORE MGR.
 SALARY \$ 30963 BONUS \$ 309 BENEFITS Yes ☐ No ☒ HIRE DATE 12-11-85

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

TOM SUMMER (chair) \$1800 - Michael R. Deen (\$1500) - William A. Banks (\$1500) - TOM NOVINC (\$1200) - Fred DAVIS (\$1200)

Fiscal Year 2008

Fred DAVIS (chair) \$1800 - TOM NOVINC (\$1500) - TOM SUMMER (\$1500) - William A. Banks (\$1200) - Michael R. Deen (\$1200)

Fiscal Year 2007

William A. Banks (chair) \$1800 - Michael R. Deen (\$1500)

TOM SUMMER (\$1500) - Fred DAVIS (\$1200) - TOM NOVINC (\$1200)

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? N/A

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? N/A

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1990 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 2009 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? Rule 21-100B (6) Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 1995 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? \$250 mo. / \$3k yr Dir.

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$28349

Submitted by Name Carly A. Neft Title: Exec. Dir. Date: 11/27/2009

Gastonia ABC System – List of benefits provided to 5 highest paid employees:

- 1- Paid health care for employee only while on active duty (No retirement health care)
- 2- Paid dental care (active employee only)
- 3- Local Government Employee Retirement Plan
- 4- 401(k) plan
- 5- Life Insurance policy/ADD (active employee only)
- 6- Vacation
- 7- Sick leave
- 8- PTO (paid time off) 32 hours per year

Gastonia ABC System Travel Policy – Adopted May 29, 1990

It is the responsibility of each Board Member, Executive Director, and employee of the System to account for expenses incurred while traveling on ABC Business by providing proper receipts to document expenses in keeping with IRS rules and other policies and directives.

The ABC System will pay for transportation for Board members and employees only. Spouses' expenses will not be paid by the Board. If transportation is by personal vehicle, mileage driven will be paid at the rate per mile as allowed by the IRS standard business mileage rates.

The ABC System will pay for the Board member and eligible employee's registration fees and meals incurred while travelling on ABC business to state and national conventions or any other reasonable and necessary travel incurred while travelling to other locations in the course of conducting ABC business such as post office, bank, city offices, etc.

The System will pay for negotiated room rates (single or double occupancy) since these rates are the same whether one or more individuals occupy the room. Any upgrades must be at the expense of the individual and not the Board.

All authorization for travel must be preapproved by the Board of Directors in a regular monthly Board meeting and included in the minutes for that meeting. All other employee travel must be approved by the Executive Director (post office, daily bank deposits, etc.).

The System will reimburse all reasonable and customary expenses, including incidentals, incurred while participating in activities relating to Gastonia ABC Board business. Receipts are required for expenses incurred such as, but not limited to, lodging, airfare, car rentals, telephone calls, meals, etc.

Upon completing a trip, each Board member or employee is responsible for filling out an expense report and must have it approved for reimbursement by the Chairman, Secretary, Treasurer, or Executive Director within 30-60 days of when the travel expenses were incurred. The System's standard expense forms will be used for this purpose.

Revisions: Feb. 28, 1996; Sept. 30, 1997; Sept. 23, 2009

(Reviewed and accepted Nov. 25, 2009)

Gastonia ABC Board Statement of Ethics

The Gastonia ABC Board has adopted the following Code of Ethics in its commitment to serve the Citizens of Gastonia in the execution of its responsibilities as ABC Board members:

- (1) The Board will obey and adhere to all laws and policies regarding its official actions taken as Board members.
- (2) The Board will uphold the integrity and independence of its office by making decisions that are based on the public good and not on its desires or considerations of special interest.
- (3) The Board will avoid impropriety in the exercising of its official duties in an effort to be "especially responsible citizens" who honor the public trust invested in it as it carries out its duties. The Board fully concurs that its official actions should be above reproach.
- (4) The Board will faithfully perform the duties of the office entrusted to it.
- (5) The Board will conduct its affairs in an open and public manner, including complying with all applicable laws governing open meetings and public records.

(Duly accepted and adopted by the Board during its November 25, 2009 meeting as written into the minutes.)

Gastonia ABC System Gift Policy – adopted March 19, 1997

Gastonia ABC System Gift Policy

The Gastonia ABC Board has issued the following gift policy statement that pertains to all Gastonia ABC System employees and Board members.

No gifts of any sort are to be accepted by any employee or board member of the Gastonia ABC System. This includes advertising novelties such as lighters, bottle or can openers, etc.

No ABC System employee or Board member can accept any money, services, equipment, furniture, fixtures or any other thing of value. A thing of value includes all of the above plus gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees, and meals.

As an exception, we will allow modest hospitality provided by an industry member, organization, or association to all attendees as an integral part of the North Carolina Association of ABC Boards meetings or in conjunction with an NABCA conference.

In summary, it is the policy of the Gastonia ABC System, and ABC Board, not to accept any gifts or things of value from industry.

(Reviewed and accepted as written by the Board Nov. 25, 2009)

Gastonia ABC System's process of administering compensation for the System's employees

Prior to the November meeting each year, the Director is asked to assemble information reflecting the following components:

- a- What other local boards are granting in wage increases if available.
- b- What the City of Gastonia is granting in wage increases.
- c- What the rate of inflation is for the Southeastern region is for the most recent reporting period.
- d- Prepare a spread sheet reflecting the cost of a general wage increase is based on incremental units ie 1%, 1.5%, 2%, 2.5%, 3%, etc.
- e- Prepare a second spread sheet reflecting the cost of granting merit pay for performance using the same format listed above.
- f- Using this data, the Board grants a general and/or merit increase after considering the any single or combined increases on the System's cash flow and operating expense ratios.
- g- The value of doing increases this way, grants a general increase to offset the cost of living incurred by the System's employees but is a reoccurring expense which raises the employees compensation level when the same procedure is undertaken the next calendar year, therefore the merit component awards performance, but is a one-time payout which does not add to the base wages for the employee the next calendar year.
- h- The Board also does a review of its compensations ranges for each category of employment from time to time to make sure that the ranges are competitive for the local market and to avoid wage compression issues. The Board usually takes into consideration what the City of Gastonia's wages are as part of this review and information, if available, from other Boards of similar size.
- i- After setting compensation ranges for the System's employees (low to high), the Director is allowed to pay employees fairly within those ranges when a new hire comes on board based on qualifications, etc.
- j- All merit pay is granted based on the employee's annual review and a sliding scale.

(Instituted 1995)

(Reviewed and accepted by the Board Nov. 25, 2009)

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

RECEIVED

NOV 30 2009

Name of ABC System GATES COUNTY ABC 036

NC ABC COMMISSION

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME MARK GOODMAN TITLE SUPERVISOR
SALARY \$ 23,467.56 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-1994

NAME BARBARA HORNE TITLE CLERK
SALARY \$ 7,191.51 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 2-8-2008

NAME KENNETH BAKER TITLE CLERK
SALARY \$ 7,126.98 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 4-17-2000

NAME ROBERT LOWERY TITLE CLERK
SALARY \$ 6,999.99 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 1-1-2005

NAME VERNON RICE TITLE CLERK
SALARY \$ 4,417.38 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 10-31-2008

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME MARK GOODMAN TITLE SUPERVISOR
SALARY \$ 23,467.56 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-1994

NAME Kimberly Wright TITLE CLERK
SALARY \$ 15,049.14 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 8-13-2004

NAME Kenneth Baker TITLE CLERK
SALARY \$ 8,152.29 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 4-17-2000

NAME Robert Lowery TITLE CLERK
SALARY \$ 7,406.61 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 1-1-2005

NAME Annette Walker TITLE CLERK
SALARY \$ 3,886.14 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 9-14-2007

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME MARK GOODMAN TITLE SUPERVISOR
SALARY \$ 22,908.78 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 7-1-1994

NAME KIMBERLY WRIGHT TITLE CLERK
SALARY \$ 14,690.82 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 8-13-2004

NAME Kenneth Baker TITLE CLERK
 SALARY \$ 7,534.07 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 4-17-2000

NAME Robert Lowery TITLE CLERK
 SALARY \$ 7,368.36 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 1-1-2005

NAME DAVID JOHNSTON TITLE CLERK
 SALARY \$ 11,487.48 BONUS \$ _____ BENEFITS Yes ___ No X HIRE DATE 3-16-2006

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

GEORGE KITRELL - CHAIRMAN \$ 1,000.00

Thomas P. Eure - member \$ 500.00 William Seldon - member \$ 500.00

Fiscal Year 2008

GEORGE KITRELL - CHAIRMAN \$ 1,000.00

Thomas P. Eure - member \$ 500.00 William Seldon - member \$ 500.00

Fiscal Year 2007

GEORGE KITRELL - CHAIRMAN \$ 1,000.00

Thomas P. Eure - member \$ 500.00 William Seldon - member \$ 500.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No X If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No X

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No X

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0.00

Submitted by Name MARK GOODMAN Title: SUPERVISOR Date: 11-23-2009

DATE: 11-23-2009

To: NCABC COMMISSION

RE: BENEFITS

Only 1 benefit: NORTH CAROLINA LOCAL GOVERNMENTAL RETIREMENT SYSTEM.

Mark Goodman

Supervisor - Gates County ABC Board

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Gibsonville

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 2
other 0
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Janice G. Wyrick TITLE General Manager
SALARY \$ 31797.60 BONUS \$ 1296.00 BENEFITS Yes ☒ No ☐ HIRE DATE 11/7/94

NAME Clifton A. Summers TITLE Full-time Clerk
SALARY \$ 25962.16 BONUS \$ 1312.75 BENEFITS Yes ☒ No ☐ HIRE DATE 4/17/89

NAME Deborah J. Hines TITLE Part-time Clerk
SALARY \$ 7741.85 BONUS \$ 75.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7/10/08

NAME Russell L. Snotherly TITLE Part-time Clerk
SALARY \$ 7030.75 BONUS \$ 175.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11/6/06

NAME Talrodne J. Ingle TITLE Part-time Clerk
SALARY \$ 6051.76 BONUS \$ 75.00 BENEFITS Yes ☐ No ☒ HIRE DATE 4/1/06

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Janice G. Wyrick TITLE General Manager
SALARY \$ 30000.00 BONUS \$ 1200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 11/7/94

NAME Clifton A. Summers TITLE Full-time Clerk
SALARY \$ 25000.08 BONUS \$ 1250.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/17/89

NAME Talrodne J. Ingle TITLE Part-time Clerk
SALARY \$ 10348.16 BONUS \$ 175.00 BENEFITS Yes ☐ No ☒ HIRE DATE 4/1/06

NAME Russell L. Snotherly TITLE Part-time Clerk
SALARY \$ 6478.04 BONUS \$ 175.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11/6/06

NAME Jeffrey A. Troy TITLE _____
SALARY \$ 5285.94 BONUS \$ 175.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7/25/07

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Janice G. Wyrick TITLE General Manager
SALARY \$ 22500.00 BONUS \$ 1080.00 BENEFITS Yes ☒ No ☐ HIRE DATE 11/7/94

NAME Clifton A. Summers TITLE Full-time Clerk
SALARY \$ 25700.08 BONUS \$ 1100.00 BENEFITS Yes ☒ No ☐ HIRE DATE 4/17/89

NAME Talmadge J. Ingle TITLE Part-time Clerk
 SALARY \$ 8909.09 BONUS \$ 150.00 BENEFITS Yes ☐ No ☒ HIRE DATE 4/1/06

NAME Larry C. Waller Jr TITLE Part-time Clerk
 SALARY \$ 4483.72 BONUS \$ 150.00 BENEFITS Yes ☐ No ☐ HIRE DATE 9/23/03

NAME Russell L. Snodgrass TITLE Part-time Clerk
 SALARY \$ 3745.13 BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11/6/06

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
- | | | | |
|-------------------------|------------|-------------------------|------------|
| <u>Sylvia M. Hoffer</u> | <u>.00</u> | <u>Bobby L. Summers</u> | <u>.00</u> |
| <u>Ethel A. Younger</u> | <u>.00</u> | | |
- Fiscal Year 2008
- | | | | |
|-------------------------|------------|-------------------------|------------|
| <u>Sylvia M. Hoffer</u> | <u>.00</u> | <u>Bobby L. Summers</u> | <u>.00</u> |
| <u>W. Dan Bowman</u> | <u>.00</u> | | |
- Fiscal Year 2007
- | | | | |
|-------------------------|------------|-------------------------|------------|
| <u>Sylvia M. Hoffer</u> | <u>.00</u> | <u>Bobby L. Summers</u> | <u>.00</u> |
| <u>W. Dan Bowman</u> | <u>.00</u> | | |
5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒
11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ☒ No ☐ If so, how much is it per year total and who receives it? under \$100.00 General Manager
mileage per Federal guidelines
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? None
- Submitted by Name J. Hoffer Title: General Manager Date: 11/24/9

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System GRANITE FALLS ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 2 other _____
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>PAUL PRICE</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>42,980.00</u> BONUS \$ <u>1350.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1994</u>
NAME <u>JEROME HAAS</u>	TITLE <u>Assit MANAGER</u>
SALARY \$ <u>25,840.00</u> BONUS \$ <u>575.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1999</u>
NAME <u>HAZEL MORRISON</u>	TITLE <u>Clerk</u>
SALARY \$ <u>21,490.00</u> BONUS \$ <u>275.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/2000</u>
NAME <u>Fred Yount</u>	TITLE <u>PART-TIME Clerk</u>
SALARY \$ <u>8,745.00</u> BONUS \$ <u>75.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>4/2007</u>
NAME <u>Richard Hughes</u>	TITLE <u>Part-Time Clerk</u>
SALARY \$ <u>7,765.00</u> BONUS \$ <u>75.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/2006</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>PAUL PRICE</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>41,680.00</u> BONUS \$ <u>1300.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1994</u>
NAME <u>JEROME HAAS</u>	TITLE <u>Assit MANAGER</u>
SALARY \$ <u>25,060.00</u> BONUS \$ <u>550.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1999</u>
NAME <u>HAZEL MORRISON</u>	TITLE <u>Clerk</u>
SALARY \$ <u>20,840.00</u> BONUS \$ <u>250.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/2000</u>
NAME <u>Fred Yount</u>	TITLE <u>PART-TIME Clerk</u>
SALARY \$ <u>9,190.00</u> BONUS \$ <u>75.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>4/2007</u>
NAME <u>Richard Hughes</u>	TITLE <u>Partime Clerk</u>
SALARY \$ <u>6,817.50</u> BONUS \$ <u>50.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/2006</u>

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>PAUL PRICE</u>	TITLE <u>MANAGER</u>
SALARY \$ <u>41,910.00</u> BONUS \$ <u>1300.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1994</u>
NAME <u>JEROME HAAS</u>	TITLE <u>Assit MANAGER</u>
SALARY \$ <u>25,050.00</u> BONUS \$ <u>550.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5/1999</u>

NAME HAZEL MORRISON TITLE CLERK
SALARY \$ 20,880.00 BONUS \$ 250.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/2/00

NAME Fred Yount TITLE Part-Time Clerk
SALARY \$ 4,235.00 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 4/2007

NAME Richard Hughes TITLE PART-TIME CLERK
SALARY \$ 6,390.00 BONUS \$ 25.00 BENEFITS Yes No HIRE DATE 8/2/006

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

David ANGLAS CHAIRMAN 600.00, WARREN WALDEN 300.00
CHARLES BOLDMAN 300.00

Fiscal Year 2008

DAVID ANNAS CHAIRMAN,	600.00	WARREN WALDEN	300.00
CHARLES BOWMAN,	300.00		

Fiscal Year 2007

Fiscal Year 2007
DAVID ANNAS, CHAIRMAN 600.00, WARREN WALDEN 300.00
CHARLES BOWMAN 300.00

5. Do your board members receive insurance or retirement benefits? Yes _____ No / If yes, what are they?

6. Do your board members receive other compensation for their service Yes No
If so, what?

7. Do you have a travel policy for board members/employees? Yes No If yes, when was it instituted? 3/1/84 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes No 11
yes, when was it instituted? Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes _____ No _____

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒
If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes / No / If yes, when was it instituted? 3/19/14 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it? 900.00 - MANAGER

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? — 0 —

Submitted by Name: PAUL PRICE Title: MANAGER Date: 11-24-09

H: Retained Earnings: Retained earnings may consist of:

1. Restricted for law enforcement - this applies only when the Board employs its own ABC officer.
2. Restricted for capital improvements - GS18B-805(d) requires approval of the appointing authority to establish this account.
3. Restricted for working capital - North Carolina Beverage Control Commission Rule .0902 defines working capital as the total of cash, investments and inventory less all unsecured liabilities. An ABC Board shall set its working capital requirements at not less than two weeks average gross sales of the last fiscal year nor greater than four months average gross sales of the last fiscal year. Average gross sales means the gross receipts from the sale of alcoholic beverage less the distributions required by G.S. 18B-805(b), (2), (3), and (4).

Note -2 Stewardship and Compliance Non-compliance with North Carolina General Statutes - none noted.

Note -3 Pension Plan Obligations *

A: Local Government Employee's Retirement System

Plan Description. The ABC Board contributes to the statewide Local Governmental Employees Retirement system (LGERS), a cost-sharing, multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS provides retirement and disability benefits to plan members and beneficiaries. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 3512 Bush Street, Raleigh, North Carolina 27609, or by calling (919) 981-5454.

Funding Policy: Plan members are required to contribute six percent of their annual covered salary. The ABC Board is required to contribute at an actuarially determined rate. The ABC's current rate for employees not engaged in law enforcement is 6% of annual covered payroll. The contribution requirements of members and the ABC Board are established and may be amended by the North Carolina General Assembly. The ABC Board's contributions to LGERS for the years ended June 30, 1999, and 1998 were \$ 4,203, and \$ 4,605 respectively. The contributions made by the ABC Board equalled the required contributions for each year.

*MILEAGE FOR MANAGER ACCORDING TO
CURRENT FIGURES.*

*SALARY REVIEWS BY BOARD ON STORE
PROFITS & EMPLOYEE REVIEW.*

Note 3 - Annual Leave Policy: X

Effective January 1, 1996 full-time employees of the Board are entitled to paid annual leave based on years of service. Annual leave is earned as follows:

- | | |
|--|------------|
| 1. Less than one year employment | None |
| 2. Completion of one year employment | 40 hours |
| 3. Completion of two years employment | 53 hours |
| 4. Completion of five years employment | 93 hours |
| 5. Completion of ten years employment | 120 hours. |

Unused annual leave cannot be carried over to future years.

Note 4 -Major Medical Disability Leave:

Effective January 1, 1996 full time employees of the Board are eligible for cumulative medical leave as follows:

- | | |
|--|-----------|
| 1. Less that five years employment | None |
| 2. Completion of five years employment | two weeks |
| 3. Each additional year of service | 24 hours |

The maximum allowable accrued leave is eight weeks. Payments received under this plan will be at 70% of the employee's base salary or hourly rate. As of June 30, 1999 the approximate value of such leave earned was \$ 1,500. No accrual has been made for this contingent liability.

BOARD PROVIDES MAJOR MEDICAL FOR FULL-TIME EMPLOYEES.

Note 5 - Distributions of Income

The Board has made distributions of income since its inception in 1964, as follows:

Current Year	\$ 72,518
Total to Date	\$ 3,923,123

N.C. General Statute requires that the entire net income, after deducting amounts required for law enforcement and education and retaining proper working capital, be paid quarterly to the county and city.

Note 6 - Law Enforcement Expenses

The Board is required by law to expend at least 5% and not more than 10% of its total profits for law enforcement. Profits are defined by law for these calculations as income before law enforcement expenses, less the 3.5% markup provided in G.S. 18B-804(b)(5) and the bottle charge provided for in G.S.18B-804(b)(6b).

	6-30-99	6-30-98
Income before required distributions	\$ 82 562	\$ 77 774
Less:3.5% tax and bottle charge	28 880	28 830
Profit subject to expense percentages	\$ 53 682	\$ 48 944
Law Enforcement distribution	\$ 5 368	\$ 4 894
Percentage of profit	10%	10%

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System GRANVILLE COUNTY

ABC Employees

1. How many employees does your ABC system have? full-time 7 part-time 6
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME G. Russell Murray TITLE SUPERVISOR
SALARY\$ 40,500.24 BONUS \$ 1,687.51 BENEFITS Yes ☒ No ☐ HIRE DATE 6-1-84

NAME LAVERNE WILLIAMS TITLE STORE MANAGER
SALARY\$ 25,600.08 BONUS \$ 1,066.67 BENEFITS Yes ☒ No ☐ HIRE DATE 10-94

NAME WILLIAM CASH TITLE STORE CLERK
SALARY\$ 24,420.00 BONUS \$ 1,017.50 BENEFITS Yes ☒ No ☐ HIRE DATE 1-27-97

NAME SHIRLEY LEWIS TITLE STORE MANAGER
SALARY\$ 23,800.08 BONUS \$ 991.67 BENEFITS Yes ☒ No ☐ HIRE DATE 1-96

NAME CONNIE WINSTON TITLE STORE CLERK
SALARY\$ 21,540.00 BONUS \$ 877.50 BENEFITS Yes ☒ No ☐ HIRE DATE 10-98

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME G. Russell Murray TITLE SUPERVISOR
SALARY\$ 38,900.16 BONUS \$ 1,620.84 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME LAVERNE WILLIAMS TITLE STORE MGR
SALARY\$ 24,780.00 BONUS \$ 1,032.50 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME WILLIAM CASH TITLE STORE CLERK
SALARY\$ 23,700.00 BONUS \$ 987.50 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME SHIRLEY LEWIS TITLE STORE MGR
SALARY\$ 22,980.00 BONUS \$ 957.50 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME CONNIE WINSTON TITLE STORE CLERK
SALARY\$ 20,820.00 BONUS \$ 867.50 BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME G. Russell Murray TITLE SUPERVISOR
SALARY\$ 38,000.16 BONUS \$ 1,583.34 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME LAVERNE WILLIAMS TITLE STORE MGR
SALARY\$ 24,420.00 BONUS \$ 1,017.50 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME WILLIAM CASH TITLE STORE CLERK
 SALARY \$ 23,100.00 BONUS \$ 962.50 BENEFITS Yes ☐ No ☒ HIRE DATE _____

NAME SHIRLEY EDWIE TITLE STORE MGR
 SALARY \$ 22,620.00 BONUS \$ 942.50 BENEFITS Yes ☐ No ☒ HIRE DATE _____

NAME CONNIE WINSTON TITLE STORE CLERK
 SALARY \$ 20,460.00 BONUS \$ 852.50 BENEFITS Yes ☐ No ☒ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
CHAIRMAN ROBERT R. ROGERS \$1,800.00 (ALLEN T. NELSON
\$360.00) (Rob WILLIFORD, II \$360.00)
- Fiscal Year 2008
CHAIRMAN (ROBERT R. ROGERS \$1,800.00) (ALLEN T. NELSON
\$360.00) (Rob WILLIFORD, II \$360.00)
- Fiscal Year 2007
(CHAIRMAN ROBERT R. ROGERS \$1,800.00) (ALLEN T. NELSON
\$360.00) (Rob WILLIFORD, II \$360.00)
5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐
11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$3,328.63 → 3 BOARD MEMBERS
- Submitted by Name G. Russell Munoz Title: SUPERVISOR Date: 11-21-09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System

Greens Co ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 6
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Jennifer Reese TITLE Clerk
SALARY \$ 18,827 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Walter Jones TITLE Supervisor
SALARY \$ 12,515.00 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Janette Tugman TITLE Bookkeeper
SALARY \$ 11,305 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Edward Gray TITLE Clerk
SALARY \$ 10,674 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Gary Minslow TITLE Clerk
SALARY \$ 13,443 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Jennifer Reese TITLE Clerk
SALARY \$ 17,996 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Walter Jones TITLE Supervisor
SALARY \$ 12,586 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Janette Tugman TITLE Bookkeeper
SALARY \$ 10,942 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Edward Gray TITLE Clerk
SALARY \$ 10,281 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Gary Minslow TITLE Clerk
SALARY \$ 13,407 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Jennifer Reese TITLE Clerk
SALARY \$ 9,149 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE 6/07
Hospitalization & retirement

NAME Walter Jones TITLE Supervisor
SALARY \$ 10,911 BONUS \$ 150 BENEFITS Yes ☒ No ☐ HIRE DATE 1952
Hospitalization

NAME Janette Fugher TITLE Bookkeeper
SALARY \$ 10,524.00 BONUS \$ 150.00 BENEFITS Yes ☐ No ☒ HIRE DATE _____

NAME Harry M. Ashen TITLE Clerk
SALARY \$ 13,658.00 BONUS \$ 150.00 BENEFITS Yes ☐ No ☒ HIRE DATE _____

NAME Edward Gray TITLE Clerk
SALARY \$ 10,130.00 BONUS \$ 150.00 BENEFITS Yes ☐ No ☒ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. Hospitalization

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

J. C. Sutter - \$1200.00; Henry D. Fields \$300.00
Henry M. Ashen \$300.00

Fiscal Year 2008

J. C. Sutter - \$1200.00; Henry D. Fields \$300.00
Henry M. Ashen \$300.00

Fiscal Year 2007

J. C. Sutter - \$1200.00; Henry D. Fields \$300.00
Henry M. Ashen \$300.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name Janette Fugher Title: Bookkeeper Date: 12.3.09

Local ABC System Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh, NC 27699

Name of ABC System _____ **City of Greensboro ABC Board** _____

ABC Employees

1. How many employees does your ABC System have? Full-time 52 Part-time 24
Other _____
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (401(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods?

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Katie Alley TITLE General Manager
SALARY \$ 117,860 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 6/1/99

NAME John F. McCormick TITLE Assistant General Manager
SALARY \$ 100,020 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 2/4/86

NAME Marnina Queen TITLE Personnel Director
SALARY \$ 73,000 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 5/15/08

NAME Kenneth Moore TITLE Store Manager
SALARY \$ 62,950 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 3/20/75

NAME Stephanie Thornlow TITLE Accountant
SALARY \$ 57,670 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 8/24/98

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Katie Alley TITLE General Manager
SALARY \$ 111,185 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 6/1/99

NAME John F. McCormick TITLE Assistant General Manager
SALARY \$ 96,165 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 2/4/86

NAME Kenneth Moore TITLE Store Manager
SALARY \$ 61,415 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 3/20/75

NAME Stephanie Thornlow TITLE Accountant
SALARY \$ 56,530 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 8/24/98

NAME Debbie DeVriend TITLE Inventory Control Specialist
SALARY \$ 53,330 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 2/16/87

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ✓ No _____
11. Do you have a nepotism policy in place for board members/employees? Yes ✓ No ____
If yes, when was it instituted? 2/28/06 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ✓ No ____ If yes, when was it instituted? 1980 Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ____ No ✓ If ____ so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$11,142.15

Submitted by Name Katie Alley **Title:** General Manager **Date:** 12/1/09

CITY OF GREENSBORO ALCOHOLIC BEVERAGE CONTROL BOARD TRAVEL POLICY

The policy of The City of Greensboro Alcoholic Beverage Control Board is to reimburse employees and Board members for reasonable travel expenses incurred while conducting authorized ABC Board business. It is the purpose of this policy to establish the procedure for authorizing employee and Board travel and to describe the system of reimbursement of travel expenses.

The General Manager and/or Board shall approve all travel that an employee or Board member wishes to be reimbursed prior to the planned trip.

The Board credit card will be used to pay for eligible expenses. The credit card can not be used for guests or non-reimbursable expenses. The customer copy of a credit card charge and an itemized expense statement shall be turned in with the expense report.

A guest may accompany the employee or Board member on official trips. The Board provides reimbursement for only those expenses that the employee or Board member would normally incur if traveling alone.

Ordinarily, the most economical and expeditious form of transportation will be used for Board travel. If there is some doubt as to the best method of travel, the matter should be reviewed by the General Manager. Only tourist class air travel will be reimbursed.

Reimbursement for travel by private vehicle is at the rate specified by the Internal Revenue Service and is paid directly to the employee or Board member. Reimbursement will be made on that mileage basis unless it is more expensive than what it would cost to reach the same destination by air. The cost of air travel tourist class will be used for the comparison. The activities of State and National conferences are generally deemed at the conference hotel and part of the registration fee. The Board will reimburse mileage for official business only at the Internal Revenue rate. If a vehicle is rented for non-business travel, the Board will not provide reimbursement. All travel expenses related to travel in a Board-owned vehicle, i.e. oil, gasoline, repairs, should be charged on a Board vehicle credit account or supported by paid receipts for all such expenses.

The traveling employee will be reimbursed for actual expenses incurred for meals and tips while traveling on Board business. The employee is expected to use common sense standards when ordering meals while traveling. A receipt should accompany all reimbursement requests for meals. Allowable meal expenses at other than the conference site shall not exceed the cost of the meal at the conference site. In addition, if one wishes to dine away from the conference when a meal is provided, the Board will not prepay for said meal. Lodging arrangements will be placed on the employee or Board members' credit card. Employees are to use common sense standards when making lodging arrangements. Discount fares should be pursued when travel plans are definite and discount conditions exist such as a Saturday night stay over. Approval of Saturday night stay overs would require a net economic benefit to the Board due to the lower fare savings as compared to the normal applicable fee.

Incidental expenses such as telephone, parking, tolls, tips, and use of public transportation are reimbursable. Any reimbursement requests must be accompanied by a receipt.

Non-reimbursable expenditures will include:

1. Hotel room service unless due to illness
2. Entertainment, movies, newspapers, magazines
3. Private use of rental vehicle
4. Snacks, refreshments, set-ups
5. Alcoholic beverages
6. Personal telephone calls
7. Barber, shoe shines, and laundry
8. Health club and sporting activities
9. Purchase of personal items
10. Traffic fines
11. Flight insurance

If an employee or Board member wishes to combine a business trip with a vacation, the following shall apply:

- A. The General Manager must approve the arrangement.
- B. The Board shall provide only the reimbursement that would have been approved if the most economical mode of transportation had been used to the business destination.
- C. The Board will provide only that reimbursement which covers the actual expenses of the business portion of the trip.

Employees and the Board are responsible for no-show fees unless an emergency or other approved business reason cause the cancellation. Employees should always obtain a cancellation number from the designated hotel to protect against no-show billings. Funds prepaid by the Board which relate to cancelled arrangements not approved by the General Manager will be subject to repayment to the Board by the employee.

This travel policy is approved by the Greensboro Alcoholic Beverage Control Board on April 22, 2003.

3. List of benefits paid to all full-time employees including the 5 highest paid employees:

Life Insurance, Health Insurance, Retirement, 401(k)

7. AUTOMOBILE EXPENSE:

The ABC Board will reimburse the employee at the IRS approved travel rate per mile when using his/her personal vehicle for ABC Board business. Rates are adjusted in July of each fiscal year as needed. These expenses shall be reported on the form designed for this purpose at the approved mileage rate and will be approved by the assistant general manager. This reimbursement represents the ABC Board's entire payment for the use of your personal automobile. Traffic fines will not be reimbursed.

12. SALARY:

The Board's policy is to pay salaries competitive with those in our community and in the ABC industry, recognizing individual effort and contribution to the success of our system. Each year the Board reviews the proposed fiscal year budget and determines the percentage of overall salary increases, including a merit pay range. Annual salary increases become effective July 1st of each year. The General Manager shall determine the individual salary increases for all employees. The Board shall annually review the General Manager's performance and determine the amount of salary for the Manager.